



**DEPARTMENT OF THE ARMY
HHC, 160th Signal Brigade
Camp Arifjan, Kuwait
APO AE 09366**



Greetings:

Welcome and congratulations on your pending assignment to the 160th Signal Brigade! You will soon be a member of the best and finest Signal Brigade in the U.S. Army. The 160th is a special brigade consisting of the finest Soldiers and Civilians supporting Warfighting Commanders throughout Southwest Asia.

My Vision for this brigade is to “Enable Battle Command across the LandWarNet, at the speed of thought”. We do this by being a permanent forward-stationed Theater Signal Brigade that operates, maintains, and protects the Army Theater Operational Base C4 Infrastructure in support of USCENTCOM forces.

In addition, we have three on-order missions that include: (1) Provide deployable C4 support to the USARCENT Early Entry and Operational Command Post (EECP/OCP) across the continuum of Full Spectrum Operations; (2) Provide Major Communications node restoral; and (3) Provide Theater Reserve deployable communications support.

You will find your new assignment has the potential to be professionally rewarding, challenging and personally enjoyable. I challenge you to arrive at our unit, physically fit and at the top of your professional game. On behalf of CSM Tyce and I, it is my sincere honor and pleasure to welcome you to our team and family. “Forged in Fire!”

If you have any questions regarding your assignment, please contact my Adjutant MAJ Scott Fawcett at DSN (318) 430-2258 or my S1 NCOIC SFC Lacreia McClellan at DSN (318) 430-2250, or Commercial at 011-965-2389-2250 and again, welcome.

Sincerely,

GERALD L. TYCE
CSM, USA
Command Sergeant Major

MARIA B. BARRETT
COL, SC
Commanding



160th Signal Brigade



NEWCOMERS INFORMATION

On behalf of the Commander and Command Sergeant Major, welcome to 160th Signal Brigade. Camp Arifjan, where the brigade is headquartered, is located 45 minutes southeast of Kuwait City. It is small compared to most installations you may be familiar with and as a result, it has a close-knit, small-town atmosphere. Camp Arifjan is the home to Area Support Group-Kuwait, Coalition Forces Land Component Command, the 160th Signal Brigade, and a few other organizations. The normal population of the camp is around 10,000, which balloons to nearly three times as many during major troop rotations. A civilian contractor, CSA, operates most of the installation support facilities.

TRAVEL

A passport is not required to enter into Kuwait or Qatar. Here are a few recommendations to help you prepare for your transition. First, **you do not need an official passport or Visa to enter Kuwait or Qatar**. However, your losing commands may require that you have a passport to out-process. If your losing command requires a passport for overseas travel, plan accordingly. It is recommended that you begin the process of getting a passport regardless, as it may prove useful to you on an on going basis. Passport applications tend to take approximately six- ten weeks to process. Ensure this does not delay your travel. You will need two (2) forms of identification to enter Qatar.

ARRIVAL

If you arrive at Kuwait City International Airport (KCIA): You will immediately notice the cultural differences of a tour in the Middle East. Again, a passport is not required in order to clear Kuwaiti Immigration. You will need to show your Military ID card and a copy of your PCS orders at the Immigration desk. The Kuwaiti Officer will place your card into the Kuwaiti system. Afterwards, he will place a number on the back of your ID card. Before leaving immigration make sure that you have received a number on the back of your ID card. Do not remove this number from your ID card as you will need it for out-processing. Once you receive your ID card you will then proceed through the customs area to claim your baggage.

Once you've claimed your bags and come out to the main terminal there will be a Starbucks to the left where the USO is located. Proceed to the USO. This is where your name will be placed on a list to get on the bus that will take you to APOD.

If you are flying Military Air, you will fly into the Aerial Port of Debarkation (APOD) on the military side of KCIA. You will be required to have your orders and ID card as well. APOD personnel will assist you once the plane has landed. You will be guided to buses that will bring you to LSA - Ali Al Salem, Kuwait to be in-processed and receive your in-country brief. After collecting your luggage, you will clear through customs. Have your military ID card available and present it to the customs agent, you should have no trouble or delays clearing customs.

Additionally, ensure you use the contact numbers provided to ensure that proper coordination with your sponsor has been completed prior to your arrival. Inform the LNO that you have arrived and they will make the phone call to the unit to arrange a pick up date and time for you. In that event, use the following contact number: NOSC NCOIC: DSN: (318) 832-2117. Ensure that you keep the above listed number with you so that in the event the LNO doesn't call ahead for you, you can make the call to make sure someone will meet you at the bus stop upon your arrival to Arifjan.

Transportation is provided from KCIA to APOD and then APOD to Camp Arifjan by bus. Do not call a taxi or attempt to arrange transportation on your own. If there are problems go to one of the public phones and call one of the contact numbers listed in this information packet or that your sponsor gave you. Pay phones in Kuwait are free. Your sponsor and / or someone from the company will meet you at the bus stop upon your arrival to Camp Arifjan. We highly encourage the APOD bus transportation, thus limiting Soldiers on the Kuwait roads maximizing our Soldiers safety.

Contact Numbers. (We are 8 hours ahead of Eastern Standard Time)

HHC Orderly room	DSN 318-430-2672
1SG Commercial (from states):	011-965-2389-2255
CDR Commercial (from states)	011-965-2389-2244

Sponsor: SFC McClellan	DSN 318-430-2250
	Commercial: 011-965-2389-2250

SGT Berry	Cell Commercial: 011-965-9720-6857
-----------	------------------------------------

Website: <http://www.160thsignalbrigade.swa.army.mil/>

POST FACILITIES - KUWAIT

Billeting: Billeting consists of barrack suites sharing a common bathroom, which are designed for two personnel per suite. Each room has cable television service free of charge, a TV, and a DVD player. 220v power is standard in all the barracks (110v converters are sold in the PX or

hand-receipted from the housing office). Wireless Internet is available in the barracks for a fee of \$35/per month.

Dining Facility

Camp Arifjan has three outstanding dining facilities, which serve all the typical military fare. The fruit bar and ice cream are a favorite with the troops. Soldiers, E-7 and above on separate rations are required to pay for meals.

Restaurants

There are three small food courts that have a Burger King, Taco Bell, Subway, Nathan's, Baskin Robbins, Pizza Hut, Kentucky Fried Chicken, and Pizza Inn, Charley's, Hardee's, Starbucks, and Panda House.

Community Centers

There are two community centers located on post in Zone 1 and Zone 6. They hold music nights, have a game room, provide free snacks, as well as the free movie theaters. There are pool tables, foosball tables, ping pong, and a wealth of board games available at the centers.

AAFES Facilities

There are two AAFES PX's located on post and provides most basic items needed. They also have clothing and other household items. You may also use debit cards and receive cash back. Additional facilities include: free movies at the theater, free laundry service, AAFES laundry, barbershops, beauty salons, and souvenir shops. You can purchase phone cards from the PX. You can check out videotapes and DVDs for no charge from the Camp Arifjan Video check out.

Gyms

Camp Arifjan Zone 1 Gym is open 24 hours. It is equipped with racquetball, basketball, and volleyball courts, saunas, a weight room with Nautilus and free weights, and many treadmills, bikes, elliptical trainers, stair steppers, and cross country skiers. The gym is very large and very well equipped. There is also an outdoor swimming pool. Zone 6 Gym is well-equipped as well. All female Soldiers, please remember to bring a one-piece swimsuit, bikinis are not allowed to be worn.

Medical Facilities

Medical facilities are limited on Camp Arifjan. Any serious medical or dental care problems you have should be handled in CONUS prior to departure. Personnel should bring enough prescription medicine for at least six months. This ensures that the medical community

has time to reorder your medicines without interrupting your treatment. If you wear glasses or contacts, get your prescription updated and bring two pairs of glasses and protective mask inserts. There is a small health clinic and dental clinic on post. Emergency medical and dental work is available off post by local American and British trained doctors and dentists. Contracted health care professionals downtown provide some routine work not available on post.

Ensure your shot record is current (anthrax and smallpox are mandatory).

Chapel

The local post chapel offers services for the following religions: Catholic, Christian, Traditional, General Protestant, Gospel, Episcopal/Lutheran, Seventh Day Adventist, Spanish Protestant, Latter Day Saints, and Islam. Recently, a new 600-seat Chapel/Movie Theater has opened in Zone 1. There are services held in Zone 6 as well.

Education Center

The Camp Arifjan Education Center provides basic lower level college courses plus access to computers and a multimedia center. If you wish to attend courses on post or via online, the Education Center will assist you.

Library

There is a library located in Zone 1 right next to the PX. The library also contains an internet cafe to check your email.

Post Office

There is an APO office. They offer most services normally provided by a stateside post office. Packages up to 70 pounds and 108 inches length + width can be mailed to and from the APO office. There is a consolidated mailroom for you to pick up all letters and packages. Postage is free while you are in the AOR. Your mailing address while here will be:

HHC, 160th Signal Brigade

APO AE 09366

Or

54th SIG BN/ (Company)

APO AE 09366

Or

25th SIG BN/ (Company)

APO AE 09898

Finance

The national currency is the Kuwaiti Dinar, (KD), and one KD is roughly worth almost four U.S. dollars. Currency rates are monitored daily through Camp Arifjan's finance office

where you can exchange currency. Camp Arifjan's finance office will cash personal checks (\$200 per week limit) and the PX limit is \$50 a day, so a checking account is a necessity. There are four ATM machines available on Camp Arifjan, and several ATMs at the Kuwait Naval Base in Downtown Kuwait. General or special powers of attorney should be obtained from your local SJA office to facilitate your business matters prior to your departure. (Kuwait is a good place to save money and finance offers you a savings program upon arrival). There will be a bank opening on 23 October. Once this happens, Finance will change their current cashing policies.

Special pay: Because we are in a congressionally declared hostile fire zone you are eligible for special benefits. The pay benefits you will receive are as follows:

Partial COLA

You are exempt from paying federal taxes and some state taxes.

If married or single with authorized dependents, you will receive family separation pay.

Save Pay

-Hostile fire pay.

-Hardship pay

-Tax-free accrual of leave during your time here.

Leave

R&R Leave is granted. Personnel are authorized 15 days of leave. The government will pay for a plane ticket to anywhere in the world.

Onward movement to various units within ARCENT's AOR is to be expected. Camp Arifjan may not be your final destination. Please be prepared to move within the theater. If you will be moved to 25th SIG BN we can provide you with more information about their post facilities upon your arrival.

If there are any other questions, please feel free to contact myself (1SG) at: DSN 318-430-2255.

Again welcome to 160th Signal Brigade.

MAKE SURE YOU BRING YOUR TRAINING RECORDS i.e.; APFT CARD, WEAPONS QUALIFICATION, SCHOOL CERTIFICATIONS, ERB/ORB, Last NCO/OER and SHOT RECORDS

Mandatory online courses that you may want to start before you arrive. The certificates for these classes are due to the training room within 5 days of arrival to the Camp Arifjan.

Most are required before you can receive an e-mail account. Also, per Army Regulations please make sure you have had the updated Suicide Prevention Training.

- Anti Terrorism level 1 <https://atlevel1.dtic.mil/at/>
- Composite Risk Management Course <https://crc.army.mil/home/>
- Commanders Safety Course <https://crc.army.mil/home/>
- Contracting Officers Representative Course <https://acc.dau.mil/cor>
- Accident Avoidance Course <https://crc.army.mil/home/>
- DoD Information Assurance Awareness <https://ia.gordon.army.mil/courses.asp>
- Trafficking In Persons <http://www.dodig.osd.mil/inspections/ipo/combatinghuman.htm>
- PRO-FILE <https://medianh.sed.monmouth.army.mil/PRO-FILE>

POST FACILITIES – QATAR

Medical Service

Currently Camp As-Sayliyah Troop Medical Clinic is capable of providing primary, emergency, and routine medical care to Active Duty Soldiers and other beneficiaries. The Director of Health Services will help family members select TRICARE approved host nation providers to provide medical and dental care.

Doha, Qatar has a public health system similar to what you would see in the US. Several of the Host Nation Physicians have received training in the US. The country has several private health care practitioners and dentists to care for your family members. Personnel that are going to be stationed in Qatar must bring a six-month supply of medication with them. This ensures that the medical community has time to reorder your medicines without interrupting your treatment. For those requiring emergency treatment beyond the scope of practice of the providers in Qatar, MEDEVAC arrangements will be coordinated through the Director of Health Services.

TRICARE Europe remote and United Concordia Dental insurance plans are accepted by many of our host nation providers. Soldiers must arrive in Dental Class I or II and orthodontics/braces are NOT authorized at this location. If you have any questions pertaining to Medical or Dental care availability for yourself or your family members, please contact MAJ Bascom Bradshaw, Director of Health Services of ASG-QA: DSN 318-432-2255 or Mobile 011-974-584-7216.

The alternate POC is SSG Brenda Davis: Mobile 011-974-583-5448. Email address: bascom.bradshaw@qatar.army.mil or brenda.davis@qatar.army.mil.

MWR Activities

ASG-QA and ASG-KU have a strong quality of life program. Soldiers and families assigned to the units at these locations will find a host of services available in the country you are stationed in, with more programs becoming available in the near future. Currently the following services are offered to ASG-QA Soldiers and families and ASG-KU Soldier, families, Contractors, and Civilians:

- A full-sized weight room including free weights, weight machines, exercise bikes, treadmills, rowing machines, weight belts and so on
- A video library including recently released VHS and DVD movies, as well as Sony Play Station systems and games
- An expanding book library is in progress
- Half-price golf passes at a premier PGA style golf course, and free golf equipment check-out
- Tennis and squash courts are currently available in the Al Messilah housing complex; tennis gear is available for check out
- Fishing and sailing trips are available for charter through the Doha Sheraton hotel
- Discount SCUBA gear rentals and Diving Course
- A variety of board games, video games, card games, and other recreational gear
- Trips around Qatar, Doha, and Kuwait City.

Army Education Center

The Army Education Center is open from 0900-2100 7 days a week in building 111. Get friendly and knowledgeable information on everything from choosing colleges, classes, majors, distance learning & eArmyU. Find out about FAST classes, getting college credit from your military experience, earning civilian education promotion points and much more.

DANTES exams are free to service members and you can receive up to 6 semester hours by passing just one exam! We offer Army Personnel Test, which includes career enhancing examinations such as DLPT, DLAB, AFAST, and more. Test Proctor for your online and distance learning courses is also available.

Twenty online computers are available at the Army Learning Center! Here you can learn more about ACCP, AARTS transcripts, Power Point classes, ATRRS, online Military publication and Military publication on electronic media.

Post Office

The Postal hours of operations are Mon-Sat 0900-1700 and Sunday 1300-1730. We are closed from 1200-1300 for lunch. The main APO building is located in building 106, and the Postal Operations is located in building 110.

In Processing/Out Processing

- If you are new, or getting ready to leave you must in process or out process through Postal Operations in building 110, room 6.

Mailing Methods

- Free Mail: 8-11 days (Standard envelopes 13 oz or less)
- First Class Mail: 7-10 days
- Priority Mail: 7-10 days
- Space Available Mail: 4-5 weeks
- Media Mail: 4-5 weeks
- MPS: Varies (Depending on if there is a flight that day)

FINANCE

The finance office is open 7 days a week and is located in building 106.

Hours: Saturday– Thursday

Military Pay: 0800-1130 & 1300-1630

Cashier: 0830-1200 & 1300-1630

Hours: Friday

Military Pay: 1300-1630

Cashier: 1300-1630

Entitlements include:

- Combat Zone Tax Exclusion (Officers up to \$6300 monthly)
- Hardship Pay (\$50)
- Hostile Fire Duty Pay (\$225)
- Family Separation Pay as applicable (\$250)
- PCS Soldiers receives \$3.50 per day
- COLA is authorized for PCS soldiers

Must have memorandum signed by S-1 office stating date arrived in country to start combat zone entitlements. Units may use manifest as opposed to individual memorandums.

SAVINGS DEPOSIT PROGRAM: 10% annually up to \$10,000 compounded quarterly

- Can be started 30 days after arrival into theater
- Deposits are limited to Base Pay Plus entitlements
- RC and NG PCS Soldiers can make deposits using cash or check
- PCS Soldiers can make deposit using cash, check, or allotment

THRIFT SAVING PLAN:

- You can enroll by going to: <http://www.tsp.gov>
- You also can come to the finance office to enroll

CASUAL PAY POLICY:

- Available to all service members
- PCS Soldiers \$350.00/per month

- R&R Soldiers \$550.00/per month

CHECK CASHING POLICY:

PCS

1 year+: \$745.00/per week

TDY:

Less than 1 yr: \$350.00/per week

Use your Eagle Cash Card to make payments at the following locations:

- PX Gift Shops
- Post Office Alterations
- Barber/Beauty Shop Food Court
- Finance Office (to purchase U.S. or foreign currency)

EAGLECASH KIOSKS: function very much like an ATM

- Soldiers may use the kiosks to load and return funds to their savings or checking account prior to departing Qatar
- Daily limit \$350 for
- No transaction fees
- Enrollment process must be completed at the Finance office
- The kiosks are available 24 hours a day and 7 days per week
- Required to pay for meals in DFAC (E-7 and above)

Legal

The Legal Office on Camp As Sayliyah and Camp Arifjan provides a broad array of basic legal services. Two attorneys, a Command Judge Advocate (JAG Attorney) and a Civilian Attorney, provide advice to the Military and Civilian personnel and Unit Commanders, concerning Military Justice (UCMJ), Contract Law, Ethics, and International Law.

They also provide legal assistance to Soldiers and civilians on private legal matters such as divorce, child custody, immigration, and regarding commercial transactions such as real estate and banking matters. Notarization of documents, and drafting and execution of Powers of Attorney and Wills are also services provided at no charge. They are assisted by an experienced legal NCO or paralegal.

Church Services

The Installation Ministry Team (IMT) serves ASG-QA and ASG-KU to ensure the free exercise of religion for all personal and family members stationed here. We have excellent worship and classroom facilities on post.

Some of our worshipping faith groups include Protestant, Catholic, Latter Day Saints, Muslim and Jewish. We also have small group studies, fellowships and choirs as well as special events and seasonal celebrations.

A complete Religious Schedule is posted in common areas and available on CAS and the ASG-QA and ASG-KU Website. Most importantly our communities and faith groups are where people connect with one another, volunteer and serve their God.

Our chaplains and assistants are available for counseling and help for all persons regardless of religious affiliation or belief. Our chaplains provide import rites, instruction and spiritual insight for those who seek it in their faith communities. The IMT is trained and ready to assist in any way they can.

160th Signal Brigade Chaplin Assistant: DSN: 318-430-2246

160th Signal Brigade Chaplin: DSN: 318-430-2121

Senior Installation Chaplain: DSN: 312-432-2198

Catholic Chaplain: DSN: 312-432-4338

NCOIC: DSN: 318-432-4401

Packing List for PCS Personnel

Personnel who are on PCS orders are generally authorized up to 500 lbs of unaccompanied baggage and three bags (two check-in and one carry on) to carry over on the aircraft. Do not ship furniture or major appliances. Unaccompanied baggage can take up to 2-1/2 months to arrive.

Luggage and Hand Carry	Unaccompanied Baggage
-------------------------------	------------------------------

ID Tags-2 pair PCS Orders ACUs- 4 Sets APFT (summer)- 3 sets APFT Top/Bottom (winter)- 1 set Running shoes- 1 pair Tan T-shirts- 7 each ACU Cap- 1 each Boots – 1 pair Socks, Boot- 7 pair Belt, tan- 1 each Civilian Clothing- 7 days Swimming Suit- 1 each Prescriptions- 6 month supply Shower kit- 1 each Bath Towel- 2 each Wash Cloth- 2 each Shower shoes- 1 pair Checkbook or Debit Card- 1 yr supply or 1 ea Username/Password/PIN for online banks MS Outlook.pst File and/or Address Book CAC ID Card- 1 each (know your PIN) Security Clearance Verification Memo DD Form 93 Emergency Data Sheet SGLV 8286 SGLI Election and Certificate Updated ERB/ORB- 1 ea State Driver's License- 1 ea + DD348 U.S. Passport (optional)	Class A uniform with Beret <ul style="list-style-type: none"> • 1 long sleeve shirt • 1 short sleeve shirt APFT (summer)- 2 sets APFT (winter)- 1 set Any other civilian clothing you desire Weight lifting gloves and belt Pro Books Books you want to read Prescriptions- 6 month supply Computer or laptop Radio Portable CD/MP3 player Camera (digital or film) DVD/CD collection Running shoes – 1 pair Boots – 1 pair Female pants and skirt Beret
--	---

Below is a list of items NOT to bring:

- a. Pornographic materials or printed materials that could be interpreted as offensive to our host nation in any way.
- b. Alcoholic beverages.
- c. Illegal drugs or expired prescription drugs.
- d. Clothing that is revealing or suggestive in nature. (i.e. tank tops, and shirts or blouses must cover the shoulders.)
- e. Clothing that is worn, tattered, torn, or has printed slogans that could be interpreted as offensive to our host nation in any way.
- f. Personally owned weapons.

g. Pets.